

**United States Bankruptcy Court
Southern District of Mississippi**

Notice of Vacancy – Term Law Clerk
Announcement No. 15-01
February 13, 2015

Position Title: Law Clerk to U.S. Bankruptcy Judge
(Full-time, Term position)

Position Type: Full-Time, 40 hours per week

Location: Gulfport, Mississippi

Tenure: Term not to exceed four (4) years

Salary: \$58,562 - \$83,468

Travel Requirements: Some travel required, including some overnight travel

Position Available: October 2015

Application Deadline: April 13, 2015
(Offers may be extended to selected candidates before deadline.)

Position Description:

The U.S. Bankruptcy Court, Southern District of Mississippi, is recruiting a Term Law Clerk. A Law Clerk to a U.S. Bankruptcy Judge performs substantive review, legal research, and writing on matters pending before the Court. Employees of the U.S. Bankruptcy Court serve under Excepted Appointment and are considered “at-will” employees.

Representative Duties:

- Reviews motions, applications, petitions, complaints and other pleadings filed with the Court to determine the issues involved and the basis for relief;
- Reviews dockets of pending litigation and monitors progress;
- Screens motions and drafts orders for judge’s review;
- Performs legal research;
- Identifies issues before the Court and makes recommendations;
- Provides information to the judge in connection with pending litigation;
- Drafts bench memos for the judge’s consideration;
- Proofreads and edits orders and opinions, verifying citations;
- Communicates with counsel, court officials, and litigants regarding procedural requirements;
- Keeps abreast of changes in the law and briefs the judge;
- Assists the judge during courtroom proceedings;
- Travels conferences, hearings, and trials scheduled out of the Gulfport area (required);
- Shares in administrative tasks of chambers; and
- Performs other duties as assigned.

Minimum Qualification Requirements:

- Graduate of a law school recognized by the American Bar Association or the Association of American Law Schools; and
- One or more of the following attributes:
 - Standing within the upper third of the law school class;
 - Experience on the editorial board of a law review; or
 - Demonstrated proficiency in legal studies, which in the opinion of the Court, is equivalent to one of the above.
- Only qualified applicants will be considered for this position.

Preferred Qualifications:

- Strong academic record and excellent writing and legal research skills.
- Exceptional managerial, organizational, computer, and computer-assisted legal research skills.
- Ability to meet deadlines and be punctual for meetings and hearings.
- Member in good standing with a state bar or pending application to become member in good standing with a state bar.
- Ability to maintain confidentiality; possess good judgment, maturity, and dependable and responsible; self-starter and demonstrates initiative in problem solving.
- Ability to work efficiently and effectively with others in a team-based environment.
- Ability to communicate effectively, both orally and in writing, and to present a poised professional appearance and demeanor at all times.
- Strong people and time management skills with ability to meet and manage many changing priorities and demands in a distracting environment.
- Previous experience as a federal law clerk or bankruptcy attorney, and/or familiarity with bankruptcy law through course work.

Background Check:

This is a sensitive position within the Federal Judiciary. The selected candidate will be subject to a background investigation (including credit and fingerprint checks through the FBI Criminal Justice Information Services Division database) as a condition of employment.

Selection Process:

Only the most qualified applicants will be invited for personal interviews. Offers may be extended, and the position may be filled, prior to the application deadline. Final selection will be based on the results of interviews and subsequent background investigations. The Court does not reimburse interview costs and/or relocation expenses.

Benefits:

Employment benefits include:

- Participation in the Federal Health Insurance, Life Insurance, Group Long Term Disability Insurance, and Flexible Spending Plan;
- Choice of health plans; optional dental and vision health plans;
- Ten paid holidays per year;
- Free parking; and
- Mandatory Electronic Funds Transfer (EFT) for net pay.

Submission of Form AO 78 and Application Package:

Complete and submit Form AO 78 (Application for Judicial Branch Federal Employment) **through the Court's website** (www.mssb.uscourts.gov), **and**

- a. **Submit application package** in Portable Document Format (PDF), **via email** to:
2015_lawclerk1@mssb.uscourts.gov, **or**
- b. **Submit application package** through **OSCAR** (Online System for Clerkship Applications and Review).

Application packages must include:

- Detailed resume with exact dates of employment and salary history;
- Copy of law school transcript and bar membership, if applicable;
- Two or more references; and
- Two recent legal writing samples.

Failure to comply with all application requirements may result in elimination of an application from consideration.

Important:

- Please do not email, mail, or ship documents to the judge's chambers.
- Please direct questions to Lisa Garrison, Human Resources Specialist, at lisa_garrison@mssb.uscourts.gov or 601-608-4609.